

Advanced Circulation - Practice exercises

1. Locate the merge request form online. Explain where you found the document.
2. What patron type cards are you NOT able to renew if you are not the patron's home library?
3. Locate the Circulation Contact List online. Explain where you found the document.
4. True or False-The circulating library can collect or forgive overdue fines, as well as collect or forgive lost & damaged items.
5. If a damaged item is returned to your library that is not your item, what do you do?
6. True or False-Any item checked out to a patron at your library is able to be marked Claims Returned.
7. Use the training server to link a few existing accounts.